



Admission on Motion Application **Supporting Documentation Checklist**

Refer to Arizona Supreme Court Rule 34(f)

You can speed the application process by providing supporting documentation with your application. Within the application, where copies are allowed, you will be instructed to upload documents as attachments. Where original documents are required, you will see instructions for mailing documents to the Committee on Character and Fitness. **Please initial and submit these checklist forms with your supporting documentation.** The fee for an Admission on Motion application fee is \$1,800.00.

These documents will be required for admission on motion

- _____ 1. Evidence of graduation with a JD degree from an ABA-approved law school. You may submit one of these three forms of proof:
 - Photo copy of diploma, showing name, date and degree (*copy allowed*)
 - Original and currently dated letter from your law school attesting to the date your JD was conferred (*original required, must be mailed*), or
 - Original transcript issued by law school indicating date JD conferred (*original required*)
- _____ 2. Evidence of admission by bar examination - You may submit one of these two documents of proof:
 - Original document proving you passed the bar examination and were admitted, issued by admitting authority of the jurisdiction, or
 - Original document proving passed Uniform Bar Examination and achieved a UBE score of 273 or greater if taken within the last 5 years prior to application. (*original required*)
- _____ 3. Certificates of good standing from every jurisdiction admitted (*original required*)
 - Must be dated no earlier than 60 days prior to application
 - Must indicate date of admission and reflect current good standing
 - May not be printed off website or Internet.
 - Suspended licenses are ineligible.
- _____ 4. Disciplinary history from every jurisdiction admitted (*original required*)
 - Must be dated no earlier than 60 days prior to application
 - Must indicate disciplinary history in that jurisdiction
 - Must list grievances filed and disposition, if any
- _____ 5. Certified driving history from every state in which you have held a driver's license for the past 7 years (*copy allowed*)
 - Must be issued by the jurisdiction for the longest period of time offered, cannot be printed off Internet

- _____ 6. Photo (uploaded; *if not uploaded a photo must be mailed*)
- Approximately 2.5 X 2.5 inches, head and shoulders only (*similar to passport photo*), color or B&W acceptable, please write Social Security Number on back of photo
- _____ 7. Completed fingerprint card with ink prints (*original required*)
- Standard FBI blue and white card on heavy stock, available from law enforcement agencies or the Committee on Character and Fitness. To request a card from the Committee on Character and Fitness please provide a mailing address in your email to: attorneyadmissions@courts.az.gov.
 - Fingerprint cards are also available at law enforcement agencies.
 - ***Applicant Notification and Record Challenge:*** *Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*
- _____ 8. Copies of pleadings and final judgment from every legal or administrative action in which you have been a party, including civil (*past seven years*) and criminal (*either as an adult or a juvenile*)
- Examples include, but are not limited to, divorce, name change, complaints against professional license, actions for debt/payment, all lawsuits (*copies allowed*)
- _____ 9. Earned a minimum score of 85 on the MPRE
- Copy of **official** MPRE score report are request are available on the NCBE website at www.ncbex.org, or
 - Original letter from the jurisdiction you were admitted indicating scaled score of 85 or greater.
- _____ 10. If a US citizen, a copy of your birth certificate, passport information page, valid driver's license, completed I-9, or certificate of naturalization (*copies allowed*)
- _____ 11. If not a US citizen, a copy of all immigration documentation (*copies allowed*)
- _____ 12. If a veteran, a copy of your DD-214, "Report of Separation" (*copy allowed*)

See page 3 for final review and additional verification.

Admission on Motion Application

Please read the following paragraph and initial the appropriate line to indicate you have read and understand.

- **Active Practice of Law** - Applicants may be eligible for admission on motion if they have either:
1) passed a bar exam in a reciprocal state AND actively practiced law for at least three of the past five years in any (reciprocal or non-reciprocal) US states; or 2) passed a bar exam in any state (reciprocal or non-reciprocal) AND actively practiced law (*see Rule 34(f) for description of active practice of law*) at least three of the past five years in a reciprocal state.
- **In-House Counsel** - Service as corporate counsel in Arizona before January 1, 2009 or while registered pursuant to Rule 38(h). Active practice performed within Arizona pursuant to Rule 38(h) may be applied to meet active practice requirements found in Rule 34(f)(1)(A)(ii).
- **Pending Practice** - If you are seeking to practice pending Admission on Motion, in accordance with **Rule 39(b)**, Rules of the Supreme Court, you must also submit the follow documentation with your application materials:
 - Supervising Attorney Verification Form ([Affidavit](#))
- **Arizona Law Course Online** - Completion of the Arizona Law course is a requirement for admission.
- No refunds of application fees are permissible per Rule 37(d)(2).

_____ Final review of Rules to ensure eligibility for Admission on Motion. Include these forms with your supporting documents.

Required documentation should be mailed:

Arizona Supreme Court
Committee on Character & Fitness
1501 W Washington St Suite 104
Phoenix, AZ 85007